



PROCEDURE TITLE: The Latimer Arts College Safeguarding and Child Protection Addendum

STATUS: Statutory

DATE of REVIEW: July 2021

1. Context

- 1.1 This addendum has been added to provide all stakeholders with additional information about the College's safeguarding and child protection arrangements from the 8th March 2021.
- 1.2 From the 8th March 2021 all students, except those who are clinically extremely vulnerable and have been directed to shield at home, are expected to attend school.

2. Guidance

- 2.1 The college continues to comply with all statutory safeguarding and child protection guidance during this time, including [Keeping Children Safe in Education \(2020\)](#)¹.
- 2.2 The college is currently operating under the latest Covid-19 guidance from the Department from Education: '[Schools coronavirus \(COVID-19\) operational guidance \(February 2021\)](#)'

3. What to do if you have a concern about a student

- 3.1 A trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be available at all times during college hours.
- 3.2 Any changes in arrangements for contacting the DSL/DDSLs will be shared with all staff, as well as any relevant safeguarding and child protection updates and training.
- 3.3 If the College becomes aware that a student is suffering, has suffered, or is at risk of suffering harm or abuse, this will be managed in line with procedures outlined in the main body of the College's Safeguarding and Child Protection Policy.

4. Attendance

- 4.1 In line with government guidance, we expect all students to attend College unless they are self-isolating or shielding. The college is responsible for recording attendance, following up absence and reporting students missing education to the local authority.
- 4.2 Parents or carers should contact the College on the first day of absence and inform the College of the reason why their child is not in attendance.
- 4.3 Parents or carers should inform the college of any COVID-19 tests that have been carried out and continue to keep the College informed of reasons for absence, as appropriate.

¹ This document was last updated in January 2021, to reflect arrangements following the UK's departure from the European Union. However, it is still referred to as 'Keeping Children Safe in Education (2020)'.

- 4.4 From 8th March 2021, the College will record attendance in accordance with the Education (Student Registration) (England) Regulations 2006 (as amended) for all students.
- 4.5 In accordance with the 'Remote Education Temporary Continuity Direction', the College will provide remote education to students who are unable to attend school because they are complying with government COVID-19 guidance or legislation. The College will keep a record of remote education delivered.
- 4.6 Absence information will be recorded in the register using the appropriate codes.
- 4.7 Where students are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.
- 4.8 The College understand that some parents, carers and children may be anxious about returning to school. The College will work closely with families who are finding the transition more challenging to ensure that students are attending regularly.
- 4.9 The College will work with other agencies (e.g. health and other education professionals) to support school attendance if this is required. It will continue to notify a student's social worker (if they have one) of any non-attendance.

5. Supporting students who are learning at home

- 5.1 In the event that students are required to shield or to self-isolate, the College will continue to provide work to complete at home and make regular well-being calls.

6. Vulnerable students

- 6.1 If students who are self-isolating or shielding are within the government definition of 'vulnerable', the College will keep in regular contact with them.
- 6.2 When a vulnerable student is required to self-isolate, the College will:
- notify their social worker (if they have one);
 - agree with the social worker the best way to maintain contact and offer support;
 - check if a vulnerable student is able to access remote education support;
 - support them to access it (as far as possible); and
 - regularly check if they are accessing remote education.

7. Clinically extremely vulnerable (CEV) students

- 7.1 The College will support students who have been confirmed as clinically extremely vulnerable and have received a shielding letter.
- 7.2 The College may request to see a copy of the student's shielding letter.

8. Supporting students on site

8.1 The College will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

9. Online safety and remote learning

9.1 The College recognises that additional safeguarding arrangements are required to ensure that students are safe online.

9.2 All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with this policy.

9.3 All staff and students will follow the procedures as set out in our Remote Education Policy and Procedures.

9.4 Should a student have a concern, they will be encouraged to report them to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:

- Childline: www.childline.org.uk
- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre

9.5 Staff have received updated safeguarding training to ensure that they are equipped with the skills to keep students safe when using technology for remote learning.

9.6 Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing Acceptable Use Policy.

10. Contingency Planning

10.1 In the event that restrictions in schools are needed to help contain the spread of the virus, the College will refer to the contingency framework², which has been updated and outlines how schools should operate in the event of any restrictions. The College will always ensure that safeguarding children is our priority and work within restrictions to keep children safe.

11. Review

11.1 This addendum will be reviewed, updated and re-issued as necessary, to reflect government guidance. All staff will be made aware of any changes.

² <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

